

Revised New and Used Report of Sale Forms

Implementation Date: July 1, 2012

Revised Report of Sale Forms

Recent legislation required the revision of the Report of Sale—Used Vehicle (REG 51) and the Application For Registration of New Vehicle (REG 397) forms. The revised report of sale (ROS) forms show REV. 11/2011 in the lower-left corner of the form.

Beginning **July 1, 2012**, all licensed dealers/lessor-retailers **must** report retail sales of vehicles sold on July 1, 2012, or later on REV. 11/2011 ROS forms.

Until June 30, 2012, dealers/lessor-retailers may continue to use their existing ROS supply; if existing ROS supplies are depleted, the REV. 11/2011 ROS may be used prior to July 1, 2012.

Changes to Both the New and Used ROS

- The NEW and USED VEHICLE PURCHASER'S TEMPORARY OPERATING COPY on the bottom of the REV. 11/2011 ROS (that must be affixed to the vehicle before delivery to the purchaser) is valid for only **90 days** instead of the previously allowed six months.
- The NOTICE TO PURCHASER section informs customers to allow 60 days for the dealer to complete the application. Previously, customers were advised to allow 90 days.
- A GVWR (PICKUPS ONLY) box has been added. For information and procedures for completing this box, see VIN 2012-18 GVWR Required on Forms for Pickup Trucks.
- The ADMINISTRATIVE SERVICE FEE (ASF) NOTIFICATION section now contains detailed ASF information and a note for mandatory business partner automation (BPA) participants.

Changes to the New ROS (REG 397)

- The ODOMETER DISCLOSURE STATEMENT section has the following changes:
 - Dealers/lessor-retailers **must** enter their dealer license number in the new DEALER'S NUMBER box.
 - The words HAND PRINTED were added to SELLER'S and BUYER'S FULL NAME/COMPANY AGENT boxes as the buyers and sellers names must be printed **by hand** in these boxes.
- The CERTIFICATION OF UNLADEN WEIGHT OF VEHICLE (For Commercial Vehicles Only) section has the following clarifying changes:
 - Dealers/lessor-retailers can certify the unladen weight of new commercial vehicles weighing up to 8,000 pounds unladen, **or** over 10,001 pounds unladen, and all trailers.
 - A weight certificate is required for any new two or three-axle commercial vehicles that weigh **between** 8,001 and 10,000 pounds unladen.

Changes to the New ROS (REG 397), *continued*

- The STATEMENT OF SELLER FOR AUTOMOBILES, MOTORCYCLES, COMMERCIAL AND OFF-HIGHWAY VEHICLES section now includes the statement:

“If this new vehicle was purchased from an auto auction, it must be in compliance with all statements and certifications in this document and must be factory equipped with an emission system approved by the California Air Resources Board.”

Procedures

For vehicles sold **on or after** July 1, 2012:

- Dealers/lessor-retailers must complete the REV. 11/2011 ROS form. If an older ROS is submitted, the application will be returned to the dealer for a REV. 11/2011 ROS.
- For pickups, complete the GVWR box on the front of the ROS.
- The dealer's license number **must** be entered in the odometer section of the REG 397.

Background

Pursuant to recent legislation and to improve customer service the new and used ROS forms were revised.

Dealers and lessor-retailers were notified in OLIN 2012-07 Revised New and Used Report of Sale Forms of:

- How to obtain the REV. 11/2011 ROS.
- The mandatory use of the REV. 11/2011 ROS on and after July 1, 2012.
- Procedures for destroying older ROS forms.

References

California Vehicle Code §§660, 661, 4456, 4456.1, 5901

OLIN 2012-07 Revised New and Used Report of Sale Forms

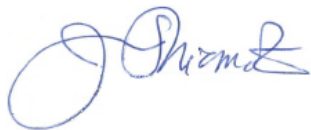
VIN 2012-18 GVWR Required on Forms for Pickup Trucks

Distribution

Notification that this memo is available online, at **www.dmv.ca.gov** under Publications was made via California DMV's Automated E-mail Alert System in June 2012.

Contact

Call the DMV Customer Communications Section, at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.

A handwritten signature in blue ink, appearing to read "J Shiimoto", is positioned above the typed name of the signatory.

JEAN SHIOMOTO, Acting Deputy Director
Communication Programs Division